

CIRCUIT AND SUPERIOR COURTS OF MARION COUNTY, INDIANA
SECURITY SCREENING POLICY FOR ATTORNEYS

I. Introduction

- Pursuant to the administrative rules and executive orders of the Circuit and Superior Courts, this Security Screening Policy For Attorneys has been approved and adopted by the Court.
- The privilege is extended to members of the Bar as officers of the court. An authorized attorney identification card, approved by the Court, may be presented to a court security officer at a security screening station, permitting the attorney to enter a secured area without having his or her persons or articles automatically subjected to a search.

II. Conditions

- The approval and issuance of an Attorney Identification Card (“I.D. Card”), is a privilege extended by order of the Circuit and Superior Courts. All attorneys granted this privilege accepts the privilege subject to any and all terms and conditions set forth by the Court. These conditions include an Agreement by the attorney that he or she will not bring firearms, knives, or any other weapons or contraband into the City-County Building; that the I.D. Card is issued for the exclusive personal use of the authorized attorney, and is not to be loaned out to other persons; and that the I.D. Card will be used in accordance with the Rules of Professional Responsibility and the attorney’s responsibilities as an officer of the court. The issuance of an I.D. Card may be revoked at any time at the sole discretion of the Court Administrator pursuant to the directives of the Circuit and Superior Courts.

III. Application Process

- Attorneys must request an I.D. Card in writing. The written request must be submitted on official letterhead of the attorney’s private practice and/or law firm with which he or she is associated. The written request on letterhead should be attached to

the front of the Application.

- Application forms may be obtained at the Indianapolis Bar Association. You may also obtain this form online at www.indygov.org or www.indybar.org.
- The Application must be completed and returned (along with the letterhead request) to the Court Administrator's office for review and approval. (Mail to: Court Administrator, Marion County Superior Court, 200 E. Washington St., #1221, Indianapolis, IN 46204.)

VI. Issuance of Card

- Upon approval, the Court Administrator's office will contact the attorney/applicant and arrange for the issuance of the I.D. Card. The attorney will be notified when and where to report for photo and card issuance. The card will be produced by the Marion County Probation office under the direction of the Courts.
- Immediately prior to the issuance of the card, the attorney must provide proof of identification with an Indiana State Driver License or other approved photo identification. A current and valid Indiana Supreme Court Certificate of Good Standing card ("Bar Card") must also be provided to verify the active status of the attorney's license and state attorney number.
- The Court Administrator's office must be notified immediately if there is a change in status of the attorney applicant such as resignation, suspension or disbarment from the practice of law, retirement, or if the card is lost or stolen.
- Do not send payment with the application. The fee of Ten Dollars (\$10.00) must be paid at the time of the issuance of the I.D. card. Payment may be made by personal or business check, cashier's check, or money order, made payable to "Marion County Probation Office."

- The I.D. Card will be issued for a period of one year and shall be renewable. The Court Administrator's Office shall be the repository of all applications and shall maintain the list of all attorneys who have been issued a security I.D. Card. The Court Administrator shall notify each attorney who has a valid card thirty (30) days in advance of the expiration date of the card. The notification will advise the attorney of the expiration date and the renewal procedure. (This notification may alternatively be made by electronic means if the attorney has provided an e-mail address to the Court Administrator's Office.) The process for renewal will be similar to the original application process.
- If you have any questions, you may contact the Court Administrator's office at (317)327-4747 or the Indianapolis Bar Association at (317)269-2000.

ATTORNEY IDENTIFICATION CARD AUTHORIZATION APPLICATION

Please check applicable category:

____New Applicant

____Name Change

____Renewal (Expiration of I.D. card)

____ Other (explain)

____ Replacement (Lost or stolen I.D. card)

In accordance with the Circuit and Superior Court Security Screening Policy for Attorneys, it is hereby requested that an I.D. Card be issued to the following applicant:

Attorney's Full Name

Attorney Number

Law Firm

Business Telephone

Business Address

City

State

Zip

Social Security Number

Date of Birth

Email Address

AGREEMENT

I, the undersigned attorney, in exchange for and in consideration of the issuance of an attorney security screening I.D. Card, hereby promise and agree that:

1. I agree to abide by all terms and conditions for the use of the I.D. Card set forth by Court policies;
2. I will not bring firearms, knives, or any other weapon or contraband into the City-County Building;
3. The I.D. Card will be used only by myself and shall not be loaned to any other person under any circumstances;
4. I will notify the Court Administrator's office immediately if there is a change in the status of my validity to practice law, or if the I.D. Card is lost or stolen.
5. I understand that the issuance of the I.D. Card is a privilege and not a right, and that the privilege may be revoked at any time.
6. I further understand that the violation by me of any of these conditions, and/or of the policies of the Court, may subject me to sanctions, including contempt of court and/or disciplinary proceedings.

I swear or affirm under the penalties for perjury that the above and foregoing information is true and correct, and that I will faithfully abide by the above noted Agreement.

Applicant Signature

Date

Office Use Only

Request Approved

Request Denied for the following reasons: